

City of West Linn  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**December 18, 2014**

SUBJECT: Proposed 22 lot subdivision at 22850 Weatherhill Road

FILE: PA-14-44

ATTENDEES: Applicants: John Wyland, John Howorth, Andrew Tull  
Staff: Peter Spir (Planning), Khoi Le (Engineering)  
Other: Dale Seavey

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*The following is a summary of the meeting discussion provided to you from staff meeting notes. Additional information may be provided to address any "follow-up" items identified during the meeting. These comments are PRELIMINARY in nature. Please contact the Planning Department with any questions regarding approval criteria, submittal requirements, or any other planning-related items. Please note disclaimer statement below.*

**Site Information**

Site Address: 22850 Weatherhill Road  
Tax Not No.: tax lots 1200 and 1202 of Assessor's Map 21E35A  
Site Area: 4.92 acres/ 22,435 square feet  
Neighborhood: Savanna Oaks  
Comp. Plan: Low density residential  
Zoning: R-7 (Single family residential attached and detached / 7,000 square foot minimum lot size)  
Applicable code: CDC Chapter 85: Land Division (subdivision)  
CDC Chapter 12: R-7

Project Details: The applicant proposes a 22 lot subdivision on the recently annexed property. All lots exceed the 7,000 square foot minimum lot size. In keeping with the need for connectivity, the applicant proposes a public street to serve the site with stub outs to the east and west.

**Engineering Division Comments**

The applicant should contact Khoi Le of the Engineering Department to determine required improvements at [Kle@westlinnoregon.gov](mailto:Kle@westlinnoregon.gov). Applicable CDC provisions include Chapter 96.

## Process

For the Subdivision, address the submittal requirements and provide responses to the approval criteria of CDC Chapter 85. There is a deposit fee of \$4,200 plus \$200 a lot plus final plat fee of \$2,000 and a final inspection fee of \$500.

N/A is not an acceptable response to the approval criteria. The submittal requirements may be waived, but the applicant must first identify the specific submittal requirement and request, in letter form, that it be waived by the Planning Manager and must identify the specific grounds for that waiver.

A neighborhood meeting is required per CDC 99.038. Follow the requirements of that section explicitly. The Savanna Oaks neighborhood president is Ed Schwarz, available at 503-723-5015 or [SavannaOaksNA@westlinnoregon.gov](mailto:SavannaOaksNA@westlinnoregon.gov).

Once the application and deposit/fee are submitted, the City has 30 days to determine if the application is complete or not. If the application is not complete, the applicant has 180 days to make it complete or provide written notice to staff that no other information will be provided. Once the submittal is deemed complete, a hearing with the Planning Commission will be scheduled.

Pre-application notes are void after 18 months. After 18 months with no application approved or in process, a new pre-application conference is required.

### ***Typical land use applications can take 6-10 months from beginning to end.***

**DISCLAIMER:** This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application ***or provide any assurance of potential outcomes.*** Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. ***A new pre-application conference would have to be scheduled one that period lapses and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal.***